



COUNTY OF SAN DIEGO  
**Great Government Through the General Management System – Quality, Timeliness, Value**  
DEPARTMENT OF HUMAN RESOURCES

CLASS SPECIFICATION

UNCLASSIFIED

CHIEF DEPUTY, REGISTRAR OF VOTERS

Class No. 000931

■ CLASSIFICATION PURPOSE

To coordinate, plan, monitor, and direct, the activities of the Voter Services, Election Services or Precinct Services Divisions of the Registrar of Voters office, and to perform related work.

■ DISTINGUISHING CHARACTERISTICS

This unclassified management class is allocated only to the office of the Registrar of Voters. Under administrative direction, incumbents report to the Registrar of Voters or the Assistant Registrar of Voters. Incumbents have primary responsibility for initiating, directing, and recommending policy for the planning, management, and procedural activities of the Voter Services, Election Services or Precinct Services Divisions. This classification has significant responsibility for developing and implementing federal, state and local election policies and programs along with coordinating the administration of regular and special municipal, school and special district elections with local officials. This class differs from the next higher class, Assistant Registrar of Voters, in that the Assistant Registrar assists in the management of the entire department, whereas the Division Chief is responsible for the management of one division within the department.

■ FUNCTIONS

**The examples of functions listed in the class specification(s) are representative but not necessarily exhaustive or descriptive of any one position in the class(es). Management is not precluded from assigning other related functions not listed herein if such duties are a logical assignment for the position.**

Essential Functions:

1. Provides analysis, interpretation and methods of compliance for a broad range of Federal, State and local statutes, laws, regulations and opinions related to the conduct of elections.
2. Monitors the status of critical election events with exacting timelines and often with high visibility and political sensitivity.
3. Prepares bid packages and monitors contract compliance with election services vendors entailing equipment, materials, supplies and services.
4. Manages fleet and rental vehicles and the delivery/return of election day supplies, equipment and ballots to polls.
5. Provides office-wide warehouse support and storage of equipment, records and ballots.
6. Procure and store election supplies/equipment.
7. Evaluates and reports the progress and execution of election activities to the Registrar or Assistant Registrar of Voters.
8. Assigns, reviews and evaluates the workload of the division through subordinate staff.
9. Assists in the preparation of policy statements, directives, bulletins, and procedure manuals for use by the staff.
10. Coordinates data processing needs with the department's Technical Services Division.
11. Develops budget and staffing requests and justifications.
12. Manages poll worker recruitment, training and retention programs.
13. Assists executive management with special projects as required.
14. Manages the department in the absence of the Registrar and Assistant Registrar of Voters.
15. Coordinates the integration of services provided by other County departments in to the administration of elections.

16. Provides responsive, high quality service to County employees, representatives of outside agencies and members of the public by providing accurate, complete and up-to-date information, in a courteous, efficient and timely manner.

#### ■ KNOWLEDGE, SKILLS AND ABILITIES

##### Knowledge of:

- Program management including budget development, supervision, program development and evaluation, and policy development and implementation.
- Principles and practices of supervision and training.
- Principles of public administration and management.
- Principles of office management.
- County customer service objectives and strategies.
- The General Management System in principle and practice.
- State of the art election technology, absentee voting procedures and interpretations, and voter outreach techniques and requirements.

##### Skills and Abilities to:

- Read, interpret, and effectively communicate to others Federal, State and local rules, laws, policies and procedures related to conduct of elections.
- Exercise independent judgment and initiative.
- Effectively organize and schedule the workload and activities of the division.
- Supervise, train, and evaluate the work of subordinate staff.
- Develop policies and procedures and make recommendations to the Registrar/Assistant Registrar.
- Forecast and analyze division needs, including budget and staffing.
- Compile, compute, and summarize data and reports related to election operations.
- Recognize problems of a sensitive or political nature and bring them to the attention of the Registrar/Assistant Registrar.
- Prepare bid packages and monitor contract performance with election service vendors.
- Effectively communicate orally and in writing.
- Establish effective working relationships with management, employees, employee representatives and the public representing diverse cultures and backgrounds.
- Treat County employees, representatives of outside agencies and members of the public with courtesy and respect.
- Assess the customer's immediate needs and ensure customer's receipt of needed services through personal service or referral.
- Exercise appropriate judgment in answering questions and releasing information; analyze and project consequences of decisions and/or recommendations.

#### ■ EDUCATION/EXPERIENCE

Education, training, and/or experience that demonstrate possession of the knowledge, skills and abilities listed above. Examples of qualifying education/experience are:

1. Bachelor's degree from an accredited U.S. college or university or certified foreign studies equivalent in public administration, business administration, or a related field; AND five (5) years of experience in program management including budget development, supervision, program development and evaluation, and policy development and implementation; (2 years of which experience must have been at an election operations supervisory level) OR
2. Eight (8) years of election experience such as supervising the operations of a section responsible for carrying out processes and procedures related to the administration of an election.

**Note:** A master's degree as described above may substitute for one year of the required experience. Experience may substitute for the education requirement on a year-for-year basis.

#### ■ ESSENTIAL PHYSICAL CHARACTERISTICS

**The physical characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the classification(s). Reasonable accommodation may be made to enable an individual with qualified disabilities to perform the essential functions of a job, on a case-by-case basis.**

Continuous upward and downward flexion of the neck. Frequent: sitting, repetitive use of hands to operate computers, printers and copiers. Occasional: walking, standing, bending and twisting of neck, bending and twisting of waist, squatting, simple grasping, reaching above and below shoulder level, and lifting and carrying of files weighing up to 10 pounds.

■ SPECIAL NOTES, LICENSES, OR REQUIREMENTS

License

A valid California class C driver's license, which must be maintained throughout employment in this class, is required at time of appointment, or the ability to arrange necessary and timely transportation for field travel. Employees in this class may be required to use their own vehicle.

Certification/Registration

None Required.

Working Conditions

Incumbents in this class may work on weeknights and weekends. Leaves of absence may be restricted during election cycle.

Background Investigation

Must have a reputation for honesty and trustworthiness. Misdemeanor and/or felony convictions may be disqualifying depending on type, number, severity, and recency. Prior to appointment, candidates will be subject to a background investigation.

**Persons serving in positions in the Unclassified Service do not accrue tenure and serve at the pleasure of the appointing authority (Charter of the County of San Diego Section 909.2).**

**New: June 25, 2005**

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CHIEF DEPUTY, REGISTRAR OF VOTERS (Class No. 000931)

Union Code: UM

Variable Entry: Y